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Procedure for Departmental Participation in  
the Production and Coordination of National Intelligence

Pursuant to the provisions of paragraphs 4 and 5, NSCIB #1, and of paragraph 1A (5), NSCIB #3, and in order to facilitate departmental participation in the preparation of national intelligence and national intelligence surveys, the following operating procedures are established.

1. Current Intelligence: Departmental intelligence agencies will, upon request, furnish such advice and assistance to CIA in the preparation of CIA current intelligence reports as is feasible. Departmental intelligence concurrence or dissent is not required, but copies of all such reports will be furnished departmental intelligence agencies as quickly as possible. Such reports or estimates will indicate that they have not been coordinated with the departmental intelligence agencies.

2. National Intelligence Surveys: The Basic Intelligence program will be conducted in accordance with procedures developed and agreed upon by the interdepartmental ad hoc committee, subject to NSC approval thereof.

3. National Intelligence Reports and Estimates:

a. Upon initiation of a report or estimate, CIA will notify each departmental intelligence organization of:

- (1) the problem under consideration
- (2) The nature and scope of the report or estimate involved
- (3) the scheduled date of issuance of the first draft
- (4) the requirements for departmental action in each case
- (5) the date upon which such departmental action should be completed.

*By CIA,*  
b. Whenever it is deemed advisable, CIA will convene appropriate representatives of departmental intelligence organizations with members of CIA in order to discuss the forthcoming paper, and to initiate required departmental action in each case.

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*Based upon such departmental contributions as have been initially agreed upon.*

c. Under normal procedures:

(1) CIA will prepare an initial draft of the report or estimate. During this preparation departmental analysts will be fully and freely available, under existing liaison arrangements, for consultation with CIA analysts.

(2) Multiple copies of the initial draft report or estimate will be furnished by CIA to each of the departmental intelligence organizations with a request for review and preparation, in writing, of departmental comments. The time allowed to the departments for this purpose will vary with the length of the paper and the need for meeting the scheduled date for its dissemination. Unless otherwise indicated by CIA, five (5) working days will be allowed to the departments for such purposes.

(3) After receipt and consideration of comments, CIA will prepare a final draft of the report or estimate for distribution to the departmental intelligence agencies requesting concurrence, or the preparation of statements of substantial dissent, within a specified period of time.

(4) In the event of a difference of opinion by one or more of the participating departmental intelligence organizations, an early indication thereof will give time for a meeting with CIA for the purpose of further exploring the possibilities of agreement. After CIA has made such adjustment as it believes proper or has indicated adherence to its previous position, the departmental representatives will submit statements of concurrence or substantial dissent, as the case may be, to be published with the final paper. Representatives will be afforded a reasonable opportunity to check dissents with their agencies.

d. Under urgent procedures:

(1) Upon notification by CIA that an initial draft paper has been prepared, designated representatives of the departmental intelligence organizations accompanied by appropriate specialists and consultants will meet with CIA to consider the paper, assist in the preparation of agreed revisions, and offer departmental concurrences or prepare statements of substantial dissent, as the case may be. Representatives will be afforded a reasonable opportunity to check dissents with their agencies.

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e. Under exceptional circumstances:

(1) CIA will prepare and disseminate most urgent reports and estimates immediately upon completion and without formal coordination within the departmental intelligence organizations.

(2) reports and estimates so disseminated will include a statement to the effect that normal departmental coordination has not been accomplished.

(3) such reports and estimates will be circulated to the departmental intelligence organizations for information and comment.

f. Deadlines for reporting concurrences or substantial dissents will be made reasonable based upon forgoing considerations. When such deadlines are not met, and the situation warrants such action, CIA will disseminate the paper with a note explaining that the department concerned has neither concurred nor dissented within the time allotted for such purposes.

g. To facilitate interdepartmental coordination procedures, each departmental intelligence organization will designate a representative who shall act on its behalf with CIA in consideration of national intelligence reports and estimates.

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